

DEPUTY CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the second highest rank of the police department, the primary duty and responsibility of which includes assisting the Police Chief in the management and administration of the overall function and operations of the police department. The Deputy Chief of Police performs the duties of the Police Chief in the chief's absence. The Deputy Chief of Police assists the Police Chief in the planning and development of departmental operations; participates in the personnel management function; and oversees the departmental budget, records and reports. The employee of this class performs assigned duties with a high degree of independence, reporting directly to the Police Chief and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the overall operation of all divisions within the department as assigned by the Police Chief. May be assigned to perform the duties of the Police Chief in the chief's absence. Manages the work of subordinate supervisors who are responsible for law enforcement functions of the department, including patrol services, traffic enforcement and crash investigations, criminal investigations, special operations, community policing, communications, human resources, and the corrections function. Conducts inspections of various services of the department, evaluating the effectiveness of such services and discusses evaluations with employees in charge of areas inspected to correct or improve problem areas.

Recommends management policies, goals, and objectives for the department. Assists in the research and planning for department programs and activities. Provides information and updates to Police Chief and other department officials on local conditions which may affect the work of the department. Reviews new laws, regulations, ordinances, and court rulings relating to the operation of assigned services to determine if changes in policies or procedures are needed. Insures that all department personnel policies conform to EEO regulations. Evaluates manpower requirements and determines optimum officer deployment. Assists in developing personnel recruitment and selection programs. Reviews prospective employee applications, interviews prospective employees, and makes recommendations for hiring. Reviews

complaints against department personnel and formulates a recommendation for reply to the complaint.

Provides for the accounting for money and assets of assigned police department divisions. Gathers information for and assists in preparing the departmental operating budget including reviewing divisional budgets submitted. Prepares revenue expenditure estimates. Reviews purchase requisitions and authorizes the expenditure of funds allocated for assigned services, making sure such expenditures are in accordance with the budget. Recommends the purchase of needed equipment. Manages the general care, maintenance, and use of all department equipment, vehicles, and property.

Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Supervises subordinate department employees by assigning work schedules and approving leave. Holds meetings for the purpose of receiving reports and disseminating information. Evaluates work performance, writes employee evaluations, and discusses work performance with subordinates and superiors. Resolves employee complaints and grievances. Counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews, makes recommendations for disciplinary action, and carries out disciplinary action as directed by the appointing authority.

Assists the Police Chief in developing a training program for the department, seeing that such program is properly staffed and supplied with training resources. Evaluates training needs and provides for employee training at all levels within the department by scheduling department training. Provides for outside instruction to meet any training needs not available in the departmental training program. Makes recommendations for improvements in the training program.

Assists the Police Chief in determining information that should be included and maintained in the records of assigned services and determines how this information should be kept. Reviews records completed by subordinates and periodically inspects systems and facilities for maintaining records. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Writes letters in reply to inquiries addressed to the police department or as required to handle needs of assigned divisions.

Promotes a positive public image of the work of the department in the daily performance of duties. May serve as department representative to the news media, releasing information and answering questions concerning the work of the department. Serves as departmental representative to give reports, offer advice, or make recommendations regarding departmental operations. Answers questions for the public about the operation of the police department or any related areas of law enforcement.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Shall be a regular and permanent employee of the Shreveport Police Department in a class not lower than that of Police Sergeant, having served not less than eight (8) years of full-time law enforcement experience.